

Request for Qualifications Pedestrian and Bicycle Improvements, Boscawen, NH

Contact: Nicholas Coates, Central New Hampshire Regional Planning Commission, ncoates@cnhrpc.org or (603) 226-6020
Date of Issue: Monday, May 24, 2010
Deadline for Proposal: Monday, June 14, 2010

Project Description:

The Merrimack Valley School District (SAU #46) invites statements of qualifications to provide assistance using applicable best practices relating to traffic calming measures and conceptual designs for its Safe Routes to School (SRTS) program. The study area is located in and nearby the intersection of Main Street (US Route 3) and B.E.S.T. Avenue. The focus is to create a suitable environment for pedestrian and bicyclist use as part of the SRTS project.

The Federal-aid Safe Routes to School (SRTS) program was created by Section 1404 of the federal transportation bill, the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users Act (SAFETEA-LU). The SRTS program is housed in the U.S. Department of Transportation's Federal Highway Administration (FHWA) Office of Safety. As with all federal funding, Federal-aid SRTS funding comes with specific procedures and requirements.

The New Hampshire Department of Transportation (NHDOT) provides SRTS funding to communities to increase the number of students in grades K-8 who walk or bicycle to school. SAU#46 has participated in a recent round of NHDOT grants and has received a notice to proceed on the projects from NHDOT for the projects to improve walkability and bikability to/from Boscawen Elementary School.

The two major impediments to pedestrian and bicycle travel to Boscawen Elementary School are traffic speeds and the lack of sidewalks. For example, in a recent survey completed by the Central New Hampshire Regional Planning Commission, 81% of Boscawen Elementary School parents identified the safety of the sidewalks/pathways around the school as a reason why they do not allow their children to walk or bike to/from school. In addition, 78% of parents said that the reason was speed or traffic along the route. The community is also interested in improving sidewalks: 62% of respondents said that if sidewalks or pathways were improved they would let their child walk or bike to/from school. Lastly, 55% agreed that improved safety of intersections and crossings would result in them looking more favorably on the children walking or cycling to the school.

B.E.S.T. Avenue serves as the main entry and exit point to the Boscawen Elementary School campus. Current conditions for vehicular traffic on B.E.S.T. Avenue are relatively good, with low traffic speeds being enforced and a well-paved and wide roadway. However, there is a distinct lack of pedestrian facilities.

To view the SRTS Travel Plan document for Boscawen Elementary School and for more information about the planning activities, go to www.cnhrpc.org/transportation/BoscawenSRTS.html.

Scope of Work:

SAU #46 intends to enter into a contract with a firm to perform the following work:

1. Prepare an evaluation for the project including: Description of existing conditions (with “before photos”); list of relevant design criteria and manuals to be used; environmental review and documentation in accordance with the National Environmental Policy Act of 1969; alternatives, first cost estimate and proposed layout; and itemized cost estimate.
2. Develop and present electronic and paper designs, drawings and plans for the projects listed below using applicable best practices relating to traffic calming measures and conceptual designs.
3. Present a report on road rights-of-way and public utility rights-of-way.
4. Have familiarity with the site, which includes, but is not limited to surveying the site and conducting site visits with SAU #46’s Facilities Director and District Engineer of NHDOT District 5.

Projects include:

1. An upgrade of a 1,165 linear foot walking path along the north side of B.E.S.T. Avenue from Main Street (US Route 3) to Boscawen Elementary School. Preliminary review of the study area shows there will be a need to excavate existing materials and pave an existing pathway. The existing sloped granite curbing is expected to remain in place. It is also recommended a new wooden guardrail combined with chain link fence be added along certain sections.
2. Review of plans for the installation of a crosswalk on Main Street (US Route 3) joining a newly completed sidewalk on Main Street (US Route 3) and the planned sidewalk (described above) on B.E.S.T. Avenue.
3. Develop significant measures to calm traffic and reduce speed on Main Street (US Route 3) in the study area.

Additional requirements:

1. Attend at least two public meetings in the Town of Boscawen and communication with SAU #46’s Facilities Director and District Engineer of NHDOT District 5 on the progress of the project is also required.

A timeframe of the Spring 2011 construction season is the target for construction work to be completed.

Statement of Qualifications Requirements:

A firm, partnership, individual, etc., interested in participating in this project must have the following qualifications and document them.

- Name of the consulting firm with a brief history and description;
- Name, title, and professional and educational qualifications, including appropriate state licenses and affiliations, of key personnel assigned to this project. Staff should include at a minimum a licensed professional engineer registered in the State of New Hampshire;
- Experience in road design and engineering, including parking and traffic flow, and familiarity with NHDOT and Federal Aid projects;
- Familiarity with the principles and application of Context Sensitive Solutions;
- Experience in sidewalk design, landscaping, lighting, and streetscape design issues;
- Adequate staff to perform the work in an adequate and appropriate timeframe;
- An executive summary demonstrating understanding of the project and the ability to complete the scope of work within the time and cost constraints;
- A brief description of the three most current SRTS or Transportation Enhancement or other equivalent projects that the consultant has participated in, with an outline of the level of involvement.
- At least one representative work sample;
- A list of at least three (3) professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues)

Review and Screening Process:

The submissions will be reviewed and critiqued by a selection committee comprised of representatives from SAU #46, Central New Hampshire Regional Planning Commission (CNHRPC) staff, the Town of Boscawen and the NHDOT. A short list of respondents may be asked to make presentations to the committee.

The following criteria will be used to select a consultant:

1. Minimal qualification: prior experience in traffic engineering and planning with CSS emphasis
2. Moderate qualification: prior experience in traffic engineering for transportation enhancements or Safe Routes to School program
3. Optimally qualified: prior experience in traffic engineering for transportation enhancements or Safe Routes to School program in the state of NH or previous traffic engineering and planning work in the Town of Boscawen, NH.

Submission Process:

Questions regarding this RFQ should be directed to Nicholas Coates of the CNHRPC at ncoates@cnhrpc.org or (603) 226-6020.

Five [5] copies of the response (one digital) shall be sent to:

Nicholas Coates, Regional Planner
 Central New Hampshire Regional Planning Commission
 28 Commercial Street
 Concord, NH 03301

All statements of qualifications must be received at the CNHRPC office no later than **4:00 p.m. on Monday, June 14, 2010**. Materials received after this time will not be accepted or reviewed. It is the intention of the selection committee to select a firm by **4:00 p.m. on Monday, June 21, 2010**. Final selection will be based on lowest qualified responsive bid. The project must be completed no later than **4:00 p.m. on Monday, October 11, 2010**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the Consultant. SAU #46 reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ. This solicitation in no way obligates SAU #46 to award a contract.

SAU #46 will afford individuals and firms full opportunity to submit proposals in response to this invitation and will not discriminate on the basis of race, color, national origin, sex, age, or disability in consideration for this award.